



Academic Affairs Administrative Handbook

Undergraduate Council Procedures

1. Meetings of the Council will be conducted according to the rules set down in Robert's Rules of Order; however, the Council may adopt other procedures, which will take precedence over those in Robert's.

2. Official business will be conducted when 40% of the members are present.

3. On Friday of the week preceding a meeting, the Chair will prepare an agenda and submit it, with pertinent documents, to the members of the Council.

If no member of the Council has advised the Chair by 11 a.m. of the day of the next scheduled meeting of the Council of her/his desire to place a proposal on the Plenary Agenda of the Council, that proposal shall be placed on the Consent Agenda of the Council. All items on the Consent Agenda will be deemed approved as submitted as the first action item of business. Exceptions to the inclusion of a proposal on the Consent Agenda may, however, be made by unanimous consent of the Council upon the motion of the Chair or any member of the Council.

4. No item (proposal) received after 5:00 p.m. on Wednesday of the week preceding a meeting will be placed on the agenda.

5. The Chair will publish an annual calendar giving dates of all scheduled meetings and dates by which curriculum proposals must be received. This calendar will be distributed to (a) all council members, (b) chairs of a school or college curriculum committee, (c) Chair of the Graduate Council, (d) all department chairs, (e) academic deans, and (f) Office of the Registrar.

6. No action will be taken on any matter not on the agenda.

7. Rule #6 may be suspended by the unanimous vote of those members of the Council present. Such a suspension will apply to one item only. If other items are to be considered, the suspension of Rule #6 must be voted for each.

8. Preparation of Proposal Materials

To obtain appropriate proposal forms, contact the department chair or the office of the Undergraduate Council Chair. A cover sheet should accompany material sent to the Council when there is more than one item in the proposal. All proposal materials should be organized, and the pages numbered, to correspond to the cover sheet. Additionally, within each proposed item, materials (such as course descriptions) should be organized and the pages numbered, in

the same order as listed on the proposal. Documentation must include evidence of discussions/negotiations/agreements with any other department which may be affected by the proposal or which is offering the same or a similar course. Additionally, a specific date for the projected life of the proposed program must be included. This becomes a specified review date.

9. Eighteen (18) copies of all curriculum proposal materials must be submitted to the Chairman in the appropriate format as adopted by the Council in October, 1990.

10. Curriculum proposals not submitted in the appropriate format as adopted currently by the Council, will not be acted upon by the Council, but will be returned to the originating unit for revision. The revised proposal must then be reviewed again by all responsible curriculum committees.

11. No curriculum proposal or revised proposal will be considered by the Council until a formal recommendation has been received from the appropriate school or college curriculum committee.

5000-level courses will be reviewed by the Graduate Council and forwarded to the Undergraduate Council as a point of information. Split listings (courses listed as 3000- and 6000-level) will be reviewed by the Undergraduate Council and forwarded to the Graduate Council for review.

12. The head or chair of the proposal's originating unit or department is invited to respond to questions to further clarify the content of the proposal during its review by the Undergraduate Council.

13. The minutes of the Undergraduate Council will be sufficient notification of approval or disapproval of proposals. Minutes will be circulated to the Undergraduate Council, academic deans, all department chairs, the Provost/Vice Chancellor for Academic Affairs, the Assistant Vice Chancellor for Academic Affairs, the Office of the Registrar, the Center for Academic Services, and the Chair of the University Core Curriculum Committee.

14. These rules may be amended by a majority vote of those present at a Council meeting, the amendment to take effect immediately following that meeting's adjournment.

Revised 1998

Edited 2001